

What to Expect at CIES 2022

How do I handle my role as a CHAIR/PRESENTER/DISCUSSANT and/or ATTENDEE?

Chairs will be expected to:

- Arrival:
 - **Onsite Chairs** should arrive about 15 minutes early to make sure things are working correctly and to log in any remote presenters with your personal zoom link that you shared with them.
 - **Virtual Chairs** should log in about 15 minutes early to coordinate with the host, to become co-host, and make sure things are working correctly.
- Introduce speakers (or ask them to introduce themselves).
- Please remind the audience that they are not permitted to record the session. Not everyone has given permission to be recorded, and some speakers do not want work-in-progress to be recorded.
- Be prepared early – communicate with the presenters and discussants prior to the conference. (CIES Members can find other member’s emails in the CIES Member Directory once you log into the [CIES website](#); everyone listed in the program should be a current CIES member.
- We suggest having all presenters’ materials or links, as a back up, in case they have technical challenges. Chairs should communicate with all presenters before the conference begins to be sure they have all of their materials, and understand the process of accessing the session and presenting.
- We suggest communicating with presenters prior to the conference to confirm how much time they will have for the 90-minute session (12-15 minutes if there are four presenters; 18-20 minutes if there are three presenters; or less time if you have multiple discussants). We also suggest that the Q&A occur after all the presentations.
- Keep time:
 - **Onsite:** It is very important that presenters do not go overtime so that everyone has time to present. **Sessions will not be able to run overtime** as there may be another session in the same conference room afterwards. Each room will be equipped with “Time Left” cards you can use to show the speaker how much time is left. Remember - you may have to orally interrupt presenters and tell them their time is up. You will also have to find a way to remind any remote presenters of how much time they have left.
 - **Virtual:** It is very important that presenters do not go overtime so that everyone has time to present. **Sessions will not be able to run overtime** as there may be another session in the same Zoom room afterwards. Please tell all presenters before the session *how* you will

keep time. Will you hold up signs that you have downloaded from our website warning them of “5” minutes left, “1” minute” left, and “0” [time is up]? If you use the chat feature on Zoom, the presenters may not be looking at the chat, so you should also develop a back-up strategy. Be sure to ask each speaker to keep an eye on the chat, if you keep time in this way. You may have to orally interrupt presenters and tell them their time is up. *Sessions will be ended by the host when the time is up* – they cannot run overtime.

- Monitor the Q&A. Call on those with questions. You may need to encourage audience members with long questions/comments to be brief (to allow for others to participate). You might ask the audience to use the “raise hand” option (in “reactions” at the bottom of the Zoom screen) so that questions are taken in order. (You would then call on people left to right of the screen – the most recent hand that is raised is at the top, left.
- End the session on time. About one minute before the end of the allotted time for the session, you may wish to thank everyone for attending.

Presenters are expected to:

- Arrival:
 - **Onsite Presenters** should arrive about 15 minutes early to make sure you introduce yourself to the Chair, and to make sure your presentation is uploaded to the conference room laptop, and take your seat. You will present from the front of the room that is set up classroom style and in accordance with COVID-19 protocols. You may remove your mask during your presentation and if responding to a Q&A. You may also use this time to bring in any of your co-authors in that are joining remotely using Zoom links you have shared with them prior to the session from your own personal Zoom accounts.
 - **Onsite Virtual Presenters** joining onsite sessions should have the contact information for their colleagues in the room in case there is trouble connecting.
 - **Pajama Panel Virtual Presenters** should log in about 15 minutes early to coordinate with the Chair and make sure things are working correctly.
- Attend your session:
 - **Onsite Presenters** open your PowerPoint (or similar) from the conference room laptop. Be attentive to your audience. Onsite poster presentations should be at their poster during their scheduled session.
 - **All Virtual Presenters** share your PowerPoint (or similar) or recording from your own computer using the Screen Share option on Zoom. Be attentive to your audience.
- Keep within your time limits. Whether you are speaking in real time or in a recording, all presenters need to stay within time limits. *Sessions will not be able to run late, and it is important that all speakers have time to present.* Typical

timing is 12-15 minutes per presentation –about 30 minutes will remain for discussion and Q&A.

- Be prepared:
 - **Onsite Presenters** should send your PowerPoint (or similar) to the session Chair *before* the conference, *as a back up*, just in case you have issues if you're keeping your presentation on a web-based platform. We also suggest keeping a copy of your presentation on a flash drive for the same reason.
 - **All Virtual Presenters** should send your PowerPoint (or other materials) to the session Chair *before* the conference, *as a back up*, just in case you have computer issues (The Chair would then be able to share the PPT while you speak. This is only in case your computer has challenges).
- On your presentation day, **all virtual presenters** should have your PPT ready and open on your computer before the session begins. We suggest you close all other programs – this will make screen sharing easier, and will allow your computer to work faster.
- You will have limited time. If your Chair does not say otherwise, you will have 12-15 minutes to present; Q&A will occur after all presentations in the session. All sessions will close on time – no exceptions – so each presenter must keep to their allotted time so everyone has a chance to present.
- **All Virtual presenters** will speak in real time on Zoom. Some may opt to pre-record their presentation. If you pre-record your presentation, you will share your screen and play the video on your computer. We recommend you *also* send the link to the Chair, just in case your computer malfunctions. (An easy way to record your video would be to open a Zoom session in which you are the only participant. Record our presentation. Upload it to YouTube. Use this link to play your video in the session, and, we recommend you also give the link to the Chair. Or, if you record your talk with iMovie or a similar app, store it on your computer, you can share it with the Video option in Screen Share.)
- **All Virtual presenters** can use Screen Share to show your PPT or video – but not both. If you wish to pre-record your presentation, and you also want to use a PPT, incorporate the PPT into the video (i.e., record the PPT in your recording as you are speaking.)
- To learn more about Zoom and its features, please visit <https://learning.zoom.us/learn>. They also have live training sessions: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-training-webinars>.
- Stable Internet will be important when connecting to the Conference Hub and virtual sessions and components.
- We suggest that speakers take into account the linguistic variety within CIES. We often have people attending from over 120 countries, and we have people presenting bilingually + English. Please present so that you are clearly understood by people with range of English fluency.

Discussants are not required at CIES. They are usually identified in formal panel sessions that have been created by a group of people together. They should follow the same procedures as presenters. Time limits for discussants are usually about 5 minutes. We suggest you contact the Chair of the session to discuss the preferred approach, as there are not usually discussants for created panels (panels made up of individual presenters).

Attendees are invited to attend as many sessions as they would like to. Onsite attendees will have access to all onsite and virtual sessions, meetings, and events. Virtual attendees will have access to all virtual sessions and meetings as well as any onsite plenary meetings that are available in the Conference Hub. All virtual links are on the Conference Hub. Please sign in with your registration username and password. **Do not wait until your presentation or session is to begin to log in for the first time.** There will not be enough staff to assist if too many people wait to make sure that they can log in to the Conference Hub.

Photography or recording of onsite sessions, Zoom sessions, or asynchronous presentations is NOT PERMITTED. Zoom meeting sessions reveal the identity not only of the presenters but also all attendees. Recording or photography is not ethical or permitted without the permission of everyone, and this becomes impossible in large sessions, and when people come and go during sessions. Please do not take screen shots, take photos, or record sessions. Many presenters prefer that their work-in-progress not be circulated without permission. And some sessions may include sensitive content that should not be shared beyond those in attendance. If you wish to read a presenter's paper, please email them to ask for a copy.